

GOVERNMENT OF THE DISTRICT OF COLUMBIA POSITION VACANCY ANNOUNCEMENT

CHILD AND FAMILY SERVICES AGENCY HUMAN RESOURCES ADMINISTRATION

READVERTISEMENT: PREVIOUS APPLICANTS NEED NOT TO REAPPLY

ANNOUNCEMENT NO: CFSA-09-P036 **POSITION:** Supervisory Child Fatality Review Specialist, MS 301-13

OPENING DATE: 10/08/09 **CLOSING DATE:** OPEN UNTIL FILLED

IF "OPEN UNTIL FILLED" FIRST SCREENING DATE: 10/22/09 And every two weeks thereafter **SALARY RANGE:** MS-13 \$76,996 - \$107,794 PA

WORK SITE: WASHINGTON, D.C. **TOUR OF DUTY:** 8:15 A.M. TO 4:45 P.M.
Monday – Friday

PROMOTION POTENTIAL: NONE **AREA OF CONSIDERATION:** UNLIMITED

NO. OF VACANCIES: ONE

AGENCY: Child and Family Services Agency (CFSA), Office of the Deputy Director for Planning, Policy, and Program Support (ODDPPPS), Quality Assurance Division

DURATION OF APPOINTMENT: MANAGEMENT SUPERVISORY SERVICE (AT WILL)

"AT WILL" EMPLOYMENT APPLIES TO THE MANAGEMENT SUPERVISORY SERVICE (MSS). ALL POSITIONS AND APPOINTMENTS IN THE MSS SERVE "AT THE PLEASURE OF THE APPOINTING AUTHORITY" AND MAY BE TERMINATED AT ANY TIME WITHOUT CAUSE.

RESIDENCY PREFERENCE AMENDMENT ACT: A person applying for a position in the Career Service, Educational Service, Management Supervisory Service, or an attorney position in the Excepted Service (series 905) who is a bona fide resident of the District of Columbia AT THE TIME OF APPLICATION for the position, may be awarded a 10-point residency preference over non-District applicants, unless the person declines the preference points. If selected, the person shall be required to present no less than 8 proofs of bona fide District residency and maintain such residency for 7 consecutive years from the effective date of the appointment. Failure to maintain bona fide District residency for the 7 year period will result in forfeiture of employment.

BRIEF DESCRIPTION OF DUTIES:

The incumbent is responsible for the overall supervision of staff involved directly in reviewing the deaths of resident children who are known to the child welfare system within the four years that preceded their death. Assess the quality of service delivery to the children and families, to identify the patterns of risk and trends in cases involved with the agency, and alerts the agency to any systemic issues that need attention of the management team; Supervises assigns and reviews the work of Child Fatality Review staff, reviews and approves all work assignments, evaluates staff's work performance; recommends promotions, status changes, awards, disciplinary actions, and terminations; plans, schedules, and coordinates work operations; solves problems related to unit operations and work; negotiates and troubleshoots staff's concerns, grievances, and other matters involved in the daily administration of labor-management problems; Supervises the Child Fatality Review process, identifies case strengths and weakness; develops recommendations for reforming internal practices, policies, training and resources; Supervises the notification process to ensure that case specific staff, to include the social worker, supervisor, program manager, and program administrator, policy staff, legal staff and representatives from all other units; the Court Monitor or designee; CFRC Coordinator/staff; and community representatives are invited to the Internal Child Fatality Review meeting; Participates in Child Fatality Review meetings to develop practice and produce quarterly and annual reports on findings and recommendations; Establishes processes, in collaboration with program administrative staff, to monitor implementation of recommendations from Critical Event and Internal Child Fatality Review meetings, determine areas of improvement, identify new and ongoing systemic issues and prepare for the city-wide review; Tracks and ensures follow up with recommendations and corrective action activities derived from the Critical Event, Internal Review and citywide review meetings; Performs other related duties as required.

QUALIFICATION REQUIREMENTS:

One year specialized experience equivalent to at least the next lower grade which has equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position and that are typically in or related to the work of the position to be filled.

SUBMISSION OF RANKING FACTORS

The following ranking factors will be used in the evaluation process. All applicants MUST respond to the ranking factors ON A SEPARATE SHEET OF PAPER. Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc., that indicate the degree to which you possess the job-related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. **FAILURE TO RESPOND TO ALL RANKING FACTORS WILL ELIMINATE YOU FROM CONSIDERATION.**

1. Thorough knowledge of CFSA's child fatality review program and applicable policies and procedures;
2. Extensive knowledge of DC Law 2-22, the Child Abuse and Neglect Act of 1977, Adoption and Safe Families Act (ASFA), the Modified Final Order (MFO) as well as other relevant mandates and regulations related to Agency operations;
3. Excellent written and oral communication skills to assure the quality of critical reports and recommendation in order to present information to other child welfare agencies and the community;
4. Thorough knowledge and experience in statistical data collection techniques, analysis and sampling methodologies;
5. General knowledge of child and family welfare organizations which impact on or relate specifically to the agency's abilities to remain in compliance with its mission and mandates;
6. Ability to manage and direct staff in completing comprehensive, time-sensitive public written reports;

OTHER SIGNIFICANT FACTORS: Pursuant to the Child and Youth, Safety and Health Omnibus Congressional Review Amendment Act of 2004 and Mayor's Order 90-27 Drug-Free Workplace Act of 1988; the individual selected to fill this position will, as a condition of employment, be required to complete a Drug and Alcohol Test, Criminal Background Check, Child Protection Registry (CPR) and Traffic Records. Employment with the CFSA is subject to satisfactory findings.

DRUG-FREE WORK PLACE ACT OF 1988: "PURSUANT TO THE REQUIREMENTS OF THE DRUG-FREE WORKPLACE ACT OF 1988, THE INDIVIDUAL SELECTED TO FILL THIS POSITION WILL, AS A CONDITION OF EMPLOYMENT, BE REQUIRED TO NOTIFY HIS OR HER IMMEDIATE SUPERVISOR, IN WRITING, NO LATER THAN FIVE (5) DAYS AFTER CONVICTION OF OR A PLEA OF GUILTY TO A VIOLATION OF ANY CRIMINAL DRUG STATUTE OCCURRING IN THE WORKPLACE."

Applications received outside the area of consideration and/or after the closing date will not be given consideration. You must resubmit your resume to received consideration for any subsequent advertised position vacancies.

How to apply: **All applicants, agency employees and other D.C. government employees must submit the District of Columbia government employment application (DC2000).** The District of Columbia government is an equal opportunity employer. All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap or political affiliation. Applicants will only be notified if an interview is granted.

TO APPLY:

FAX TO: (202) 727-5750
EMAIL TO: cfsajobs@dc.gov

WEB SITE: www.cfsa.dc.gov
TELEPHONE: (202) 724-7373

IN ACCORDANCE WITH THE DC HUMAN RIGHTS ACT OF 1977, AS AMENDED, DC CODE SECTION 2.1401.01 et seq., ("THE ACT") THE DISTRICT OF COLUMBIA DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, MARITAL STATUS, PERSONAL APPEARANCE, SEXUAL ORIENTATION, FAMILIAL STATUS, FAMILY RESPONSIBILITIES, MATRICULATION, POLITICAL AFFILIATION, DISABILITY, SOURCE OF INCOME, OR PLACE OF RESIDENCE OR BUSINESS. DISCRIMINATION IN VIOLATION OF THE ACT WILL NOT BE TOLERATED. VIOLATORS WILL BE SUBJECT TO DISCIPLINARY ACTION.

OFFICIAL JOB OFFERS ARE MADE ONLY BY HUMAN RESOURCES ADMINISTRATION
